

Axis J9 Phase 3 Employment Land
Framework Employment Travel Plan

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Prepared by:

SKP/14042-50 Rev C Framework Travel Plan
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1.0 INTRODUCTION

1.1 This Travel Plan has been prepared by David Tucker Associates (DTA), on behalf of Albion Land to discharge condition 32 of the consent (Reference: 21/03177/F). The consent allows for the development of land at Howes Lane, Bicester for potential employment floor space and comprises Phase 3 of an employment development area known as Axis J9. The site layout is shown at **Appendix A**.

1.2 Condition 32 is as follows:

"Notwithstanding the submitted Framework Travel Plan and prior to occupation of the first employment unit, a Framework Travel Plan, prepared in accordance with the Department for Transport's Best Practice Guidance Note 'Using the Planning Process to Secure Travel Plans' and its subsequent amendments, shall be submitted to and approved in writing by the Local Planning Authority. The approved Framework Travel Plan shall be implemented in accordance with the details so approved."

1.3 This Travel Plan document sets out the context for the preparation of individual Travel Plans by the occupiers of each unit on the site. The level of detail to be provided and objectives for the occupier/occupiers, which will vary depending on a number of factors, such as the number of employees.

1.4 This Travel Plan document has been compiled with reference to the principles of DfT's 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' (April 2009), Cherwell District Council's 'Non Statutory Cherwell Local Plan 2011' and Oxfordshire County Councils 'Local Transport Plan 3 (LTP3) 2011-2030'. The Travel Plan has been prepared in accordance with OCC's 'Transport for New developments: Transport Assessments and Travel Plans' guidance document.

1.5 The final format and content of each individual Travel Plan will be offered for approval by the planning authority within 3 months of occupation by each tenant.



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- 1.6 A Travel Plan is a term used for a package of objectives, targets and measures developed by an organisation or group of organisations aimed at promoting more sustainable means of travel and reducing the reliance on the private car. Travel Plans are site specific and are dependent upon not only the location of the site but the size and type of organisations located there.
- 1.7 Developing and implementing a Travel Plan should be a dynamic process, subject to a continuous cycle of action, monitoring and review. To help give it focus, it is important to set out objectives and targets.
- 1.8 For new developments such as this, it is most beneficial to encourage sustainable travel from the time of occupation before travel patterns become ingrained.
- 1.9 There will be a wide range of different travel demands from the site, dependent on the nature of end-users and indeed roles of staff. However, given the scale of the development, there is scope to provide on and off-site physical measures, public transport service initiatives and other incentives to allow significant and realistic modal shift targets to be set.
- 1.10 Whilst the employment development will be subject to oversight by a single management entity, there is likely to be a number of different occupiers and tenants working on the site. The Travel Plan therefore sets out a range of measures and initiatives to be implemented by both the management of the estate and therefore by ongoing occupiers or tenants.
- 1.11 In this regard, the Travel Plan will also act as a framework for the more detailed individual travel plans which will be tailored to specific organisational requirements.



2.0 SITE LOCATION AND EXISTING CONDITIONS

2.1 Site Location

2.1.1 The site is located to the western edge of Bicester town centre. The site lies to the west of A4095 Howes Lane and to the north of recently constructed employment units accessed from Empire Way off Middleton Stoney Road, within Axis J9 (Phase 1 and 2). The residential area of Highfield is situated to the east of Howes Lane.

2.2 Local Highway Network

2.2.1 The development area of the plot does not sit immediately adjacent to adopted highway. However, the redline provides linkages to the south onto Middleton Stoney Road, and to the east onto Howes Lane. At the southern site boundary Middleton Stoney Road is a single carriageway road measuring approximately 6.7m in width. The route is along Empire Way, a private industrial road (part of Axis J9) with footways on either side. Middleton Stoney Road is accessed via a right turn lane junction benefitting from a footway / cycleway heading east and is subject to a 40 mph speed limit.

2.2.2 The A4095 Howes Lane is a single carriageway road within the vicinity of the site is approximately 6m wide and is subject to speed limit of 50 mph. There are currently no footways or street lighting provided on Howes Lane.

2.2.3 A traffic signal-controlled junction with Shakespeare Drive is situated on Howes Lane approximately 500 metres to the north of the development site. Shakespeare Drive provides access to the Highfield residential area to the east of the site.

2.2.4 Howes Lane links with Bucknell Road the north east of the site via a simple priority junction. The A4095 continues northeast via a three-arm roundabout junction. The railway line crosses on a bridge over the road at this location between the priority and the roundabout junction.



2.2.5 To the south, Howes Lane links with a four-arm roundabout junction with the B4030 Middleton Stoney Road and Vendee Drive at the south eastern corner of the site boundary. The southern arm of this junction provides access to the A41 via a single carriageway, which benefits from a shared cycleway / footway on the eastern side and is subject to a speed limit of 50 mph.

2.3 **Bus Network**

2.3.1 There are bus services which run within close proximity to the proposed site including numbers 21 and 25. The nearest and most accessible bus stops for the 21 are on Wansbeck Drive and Shakespeare Drive in the residential areas to the southeast of the site approximately 300m from the site. The 21 service operates as Bicester Town Centre service between 0755 and 1820 at half hourly frequency. For the 25 the nearest stop is located on Middleton Stoney Road approximately 750m to the south of the site. The 25 service operates between Heyford Park and Bicester town centre approximately between 0630 and 2000 at an hourly frequency. Each of the existing stops is served by flag and pole arrangement. The eastbound stop on Middleton Stoney Road benefits from a bus lay-by.

2.4 **Rail Network**

2.4.1 Bicester benefits from two railway stations in the town; Bicester North and Bicester Village. These stations are situated approximately 2.0km and 2.5km crowfly distance from the proposed site respectively.

2.5 Bicester North station provides an hourly service to Birmingham Snow Hill and to Banbury, and trains up to 3 times an hour to London Marylebone. Trains from Bicester Village are every 30 minutes between Oxford and London Marylebone.



3.0 DEVELOPMENT PROPOSALS

- 3.1 The site (AXIS J9 Phase 3) formed part of a wider outline application which allowed employment and residential development. This area in turn forms part of the wider Northwest Bicester development area, with applications at various stages within the planning process. Axis J9 Phase 1 and Phase 2 employment is complete comprising just under 45,000 sqm floor space.
- 3.2 The Phase 3 proposals involve the erection of E(g)(iii) and / or B2 and / or B8 land use units with a total floor space of 14,188 sqm. First occupation on the site is anticipated for 2024 although the site occupier(s) is unknown at this stage.
- 3.3 The permission was granted in full with internal layout, car and cycle parking confirmed. The layout will conform to BREEAM regulations for disabled access accounting for varying levels and types of disability, including visual impairment. The units will comply with building regulations with dropped kerb tactile paving provided at internal crossing points. The site is served by internal 2m footway and a 3m footway / cycleway either side of the short internal site road.
- 3.4 Access arrangements are shown on **DTA Drawing 14042-60-GA Rev N**. The means of vehicular access will vary over time subject to the delivery of the wider NWB site. In the first instance, access will be taken via Middleton Stoney Road and Empire Road at the southern site boundary, with traffic passing through Axis J9 Phase 1 and Phase 2.
- 3.5 The eastern part of the site includes a section safeguarded for the future Strategic Link Road (SLR) for Northwest Bicester (NWB). The developer of Axis J9 Phase 3 will construct the section of the SLR in accordance with the approved design and a further section of NWB infrastructure in order to tie up with Empire Way. The plot on which the development buildings sit would be accessed via a side road, which in the short term would not give way to through traffic as there would be no access to the



north beyond the site access. The section of the SLR and associated carriageway to be built by the developer will include footway / cycleways as agreed with OCC.

- 3.6 As and when further phases of NWB come forward, the SLR will be completed, including links to the south to the Howes Lane / Middleton Stoney Road roundabout, and to the north across the rail line, where a tunnel has already been constructed by others.
- 3.7 At this point, all site traffic would use the SLR to access the adopted highway network, and the link into Empire Way would only be available for use by pedestrians, cyclists and prospectively bus services delivered as part of the wider NWB development.
- 3.8 Pedestrian / cyclist access will be available via each of the links described above, but also via a new route towards Howes Lane. The link will feed into a new signalised crossing facility on Howes Lane providing access into the adjacent residential area, which includes the bus stop location on Wansbeck Drive.
- 3.9 As a site within a much wider development area with highly sustainable aspirations, there are no long-term barriers to the provision of sustainable active travel. In the short term, prior to the wider area being developed, targets are set to a more practical level.

Car Parking

- 3.10 To provide an appropriate level of car parking within the flexible outcomes that could result, a total of 160 car parking spaces are provided (including 11 Blue Badge spaces) across the site, at a rate of just under 7% in excess of the OCC requirement. The Blue Badge spaces are conveniently located close to the entrances to each unit and are designed to OCC specifications.



Car parking for each of the units is set out in **Table 1**.

Unit	Floorspace (sqm)	Parking Provision
1	1954	23
2	1792	21
3	1833	21
4	4753	53
5	3856	42
Total	14188	160

3.11 A total of 16 EV charging spaces (served by 8 dual charging points) are provided, spread across the Units. This level of provision is consistent with the earlier Axis J9 phases.

3.12 The car parking layout is illustrated in the site layout plan contained within **Appendix A** of this report.

3.13 The car park and footpaths within the site will be lit.

Cycle Parking

3.14 Cycle parking provision for each of the units is summarised in **Table 2**.

Table 2 – Cycle Parking Provision (combined staff and visitor)

Unit	Proposed Provision
1	10
2	10
3	10
4	20
5	18
Total	68



3.15 This equates to 1 space per 208sqm, which is significant in excess of current local cycle parking standards for light industry, general industry or warehousing. They are conveniently located for safe pedestrian access to the building entrances.



4.0 TRAVEL PLAN AIMS

4.1 In general terms, the aim of a Travel Plan is to reduce dependence on the private car and encourage employees to use more environmentally friendly alternatives.

4.2 A Travel Plan is a package of measures tailored to the needs of individual sites and aim to:

- Promote greener, cleaner travel choices;
- Reduce the number of car borne trips;
- Promote car-sharing;
- Promote the use of public transport; and
- Encourage walking and cycling.

4.3 A Travel Plan involves the development of a set of mechanisms, initiatives and targets on the environment, whilst also bringing a number of other benefits to the organisation as an employer and benefits to employees and visitors. The plan will evolve over time in accordance with changing circumstances and the environment within which it is implemented.

4.4 The specific aims of the Framework Travel Plan are:

- To increase the awareness of employees and visitors of the potential for and advantages of travel to the site by more sustainable transport modes;
- To provide practical information to employees and visitors on how they can access non-car modes of transport to and from the industrial and warehouse development;
- To facilitate the introduction of physical measures and management initiatives that will encourage employees and visitors to travel to the site by non-car modes;
- To display local bus information including nearest bus stops, timetables, routes, and costs in a prominent location within the buildings;



- To display local walking and cycling routes to and from the site including approximate journey times;
- To display the potential health and financial benefits that travelling by sustainable modes can offer; and
- The inclusions of the above measures into a new employee starter pack to encourage sustainable travel from the first day of employment.

4.5 The key targets for the success of the Travel Plan will be the reduction in sole occupancy car journeys, to increase the take up and renewal of public transport passes, to increase walking and cycle use and increase awareness of the benefits of sustainable travel.



5.0 OBJECTIVES AND TARGETS

5.1 Objectives

5.1.1 The implementation of Travel Plans can offer a variety of benefits to organisations, employees and the local community. These benefits can include increased productivity (generated by a healthier, more motivated workforce), potential cost savings, reduced congestion, improved public transport services, reduced demand for car parking and improved access by employees, visitors and deliveries plus an improved environmental image.

5.1.2 The main objectives of a Travel Plan are to achieve a reduction in car use and a corresponding increase in walking, cycling and public transport use. By choosing to travel by more sustainable modes, employees and visitors will reduce congestion, emissions, air pollution and the use of finite fuel reserves.

5.1.3 The proposed measures will encourage more sustainable travel to and from the development than if the Travel Plan were not in place. The main objectives of each Travel Plan are:

- To reduce the number of car trips per unit/dwelling per day;
- To increase membership and participation in a car share scheme;
- To increase employees membership to the local bicycle user group (BUG);
- To increase walking and cycle use;
- To increase the take up and renewal of public transport passes; and
- To increase awareness of benefits of sustainable travel.

5.2 Targets

5.2.1 OCC have previously requested that targets are defined prior to and post the development of the wider NW Bicester site. On this basis, short and long term targets have been developed and are defined as follows:



- Short term targets – Apply up to the point prior to where high frequency bus services penetrate part of the NW Bicester road network that is pertinent to the Axis J9 Bicester employment land.
- Long term targets – Apply after the point at which high frequency bus services penetrate the part of the NW Bicester road network pertinent to the Axis J9 Bicester employment land.

Short Term Targets

- 5.2.1 Initial targets have been set based on the light vehicle trips as stated in the TA and an application of mode share assumptions for the Cherwell 013 Middle Super Output Area in 2011.
- 5.2.2 An analysis of the 2011 Census Data has been undertaken to determine the journey to work profile for the ward boundary of Bicester West. The information is summarised in **Table 3**.

Table 3 – Method of Travel to work for Cherwell 013

Mode	Number	Percentage
Car Driver	3532	72%
Car Passenger	294	6%
Bike	389	8%
Train	43	1%
Bus	70	1%
Motorcycle	52	1%
Foot	494	10%

- 5.2.4 In order to establish existing travel to work habits, a staff travel survey will be carried out by employees of each individual unit within 3 months of their occupation. Analysis of these results will then help guide future targets, measures and future success of the unit's full Travel Plan.



5.2.5 The employment trip numbers are based on a 72% car driver proportion and 6% car passenger proportion. This equates to a single car occupancy rate of 66%. On this basis, a short-term target will be set of achieving a peak hour 56% single car occupancy rate for mode of travel across the site. This represents an 15% proportional reduction from the baseline. The baseline figures and targets will be reviewed following the initial travel survey within 3 months occupation of the site with further surveys undertaken in years 1, 3 and 5. The percentage changes (reduction in car driver and increase in all other modes) for each travel mode is included in **Table 4**.

Table 4 - Mode Share 5 Year Targets

Mode of Transport	Baseline Mode Share (%)	Year 1	Year 3	Year 5
Car Driver	72%	69%	67%	64.0%
Car Sharing	6%	6.67%	7.33%	8.0%
Cycling	8%	8.33%	8.67%	9.0%
Train	1%	1.5%	2.00%	2.5%
Bus	1%	1.50%	2.00%	2.5%
Motorcycle	1%	1.5%	2.00%	2.5%
Walking	10%	10.50%	11.00%	11.5%
TOTAL	100	99	100	100

5.2.6 It is important to establish that each unit’s targets will provide a commitment to progressively reduce the number of car trips to the site as a whole. This will be responsibility of the Travel Plan co-ordinators to ensure the targets are met.

Long Term Targets

5.2.7 The target modal split for NW Bicester in 2031 is set out in the Hyder Consulting Appendix 6 - Trip Generation document of the NW Bicester Masterplan Access and Travel Strategy. There are no details in terms of the phasing of the development in their Transport Assessment documents. Table 1.2 shows target modal split for



internal and external trips. For all trips, in 2031 the targets for all trips are as set out in **Table 5**.

Table 5 – NW Bicester Modal Split for All Trips in 2031

	% by mode	Total Car/ Non Car
Car Driver	40%	50%
Car Passenger	10%	
Bus Passenger	10%	50%
Bicycle	10%	
Walk	30%	
Total	100%	100%

5.2.8 The target for all trips generated by the whole of NW Bicester in 2031 is for 40% single occupancy car trips. This is a long term target which the Network Bicester site will aspire to achieve in line with the aspirations for the whole site following the penetration of bus services through the site.

5.2.9 It is acknowledged there are emissions targets for NW Bicester. Through the Travel Plan the site will be reducing overall emissions by promoting measures of travel by sustainable modes.



6.0 PREPARATION AND INITIATION

6.1 Plan Preparation

6.1.1 A Travel Plan document for each unit will be developed based on the information set out in this Framework. A full unit specific Travel Plan will be submitted within 3 months of occupation of each unit after the completion of the staff travel survey.

6.2 Plan Initiation

6.2.1 The Travel Plan is intended to be an evolving strategy and will remain in place for the life of the site.

6.2.2 In order to establish a baseline scenario against which on-going progress can be assessed, the following information should be established within six months of the occupation of each unit:

- Employee modal split;
- Existing cycle and pedestrian infrastructure;
- Existing public transport services and infrastructure; and
- Car Parking supply and surveyed demand.

6.2.3 The above information will come from the staff travel surveys.



7.0 PLAN MAINTENANCE AND MEASURES

7.1 Plan Maintenance

7.1.1 The measures laid down within this Travel Plan Framework document are intended as a set of principles to which the Travel Plan for each unit will comply with.

7.1.2 With a multi occupancy scheme such as this the TPC role will be carried for the scheme as a whole by appointed Managing Agents who will be responsible for the overall day to day management of the scheme.

7.1.3 The Site Wide Travel Plan Co-Ordinator point of contact within the Managing Agent is as follows:

Name: Andrew Fairburn

Email: management@nightingalepartners.com

7.1.4 Each Occupier may have their own Travel Plan Co-ordinator who will liaise with the Managing Agent in terms of assisting in undertaking the tasks of the TPC role, but the site wide TPC role will be the responsibility of the Managing Agent.

7.1.5 The TPC will implement the Plan, which will be developed in conjunction with and agreed by OCC.

7.1.6 Overall, the Site Wide TPC will be responsible for the Travel Plan development submission to OCC, implementation, promotion and review and will be allocated an annual budget of £2,000 to enable the identified actions to be progressed. It is currently envisaged that there will be five separately occupied units on site. The subsidiary Travel Plan measures will be based on the measures included in this Framework Travel Plan.



7.2 The Role of the Travel Plan Co-Ordinator

7.2.1 The TPC will be the first point of contact for staff, OCC and other outside organisations in all matters regarding staff travel. The TPC will maintain an up-to-date file containing all correspondence to and from staff relating to their Travel Plan.

7.2.2 In general, the role of the TPC will involve the following:

- Overseeing the development and implementation of the plan;
- Promoting and marketing the objectives and the benefits of the Travel Plan;
- Instigating the annual review meetings and inviting OCC as appropriate;
- Co-ordinating the necessary data collection exercises and monitoring programme required to develop the Travel Plan including the employee travel surveys, the results of which will be submitted to OCC on request or with the Travel Plan on completion;
- Consider if appropriate, setting up and maintaining a car share database;
- Promote appropriate national based initiatives such as "Cycle to Work Day", "Travelwise Week" and "Clean Air Day";
- Consider if appropriate, organising cycle (Bicycle User Group – BUG) and public transport user groups for the staff;
- Liaise with individual Unit TPC's regarding dissemination of information e.g. via noticeboards, email newsletters etc;
- Reviewing the Plan annually in conjunction with OCC;
- The TPC will set up and maintain a filing system for all correspondence relating to the Travel Plan; and
- The TPC will set out and gain the support of senior management on how the employer can encourage staff to travel by more sustainable modes.

7.2.3 It should be noted that the above 'role' list provides general guidance. The main focus of the Travel Plan will be the employees of the development. However, it is anticipated that, where applicable, visitors will also be provided with information relating to travel by non-car modes, such as local public transport timetables.



7.2.4 The TPC will be able to delegate some of the duties set out above to nominated employees, as required, but they will retain overall responsibility for all matters pertaining to their Travel Plan.

7.2.5 The TPC will investigate if a Transport Working Group could be set up which would consist of the TPC, local public transport operators and OCC. Meetings and other communications of the Transport Working Group would provide a forum to oversee the successful implementation of the Travel Plan.

7.3 **Unit Specific Travel Plan Co-ordinator Duties and Responsibilities**

7.3.1 Specifically, the TPC will demonstrate effective marketing to employees and visitors by the following:

- Informing employers and staff of the overall aims of the Plan;
- Informing staff of targets for achieving a lower mode share by car; and
- Reducing the level of car usage by a given extent over a given period.

7.3.2 This will be achieved through informing staff at interview stage and using prominent display boards, notices or leaflet distribution.

7.3.3 The TPC will demonstrate effective resourcing for plan measures by the following:

- Analyse the employee travel surveys;
- Indicate and identify any specific problems that are highlighted for example an increase in car use to the site;
- Investigate the potential for home working & flexible hours with the co-operation of senior management.
- Investigate the possibility of car sharers receiving priority parking.

7.3.4 The TPC will also provide information as part of the promotion of the Travel Plan to employees and visitors. The information will be the inclusion of 'Welcome Packs' and



will be provided to new employees. These packs will be issued to staff and will include details on the Plan measures, as described below.

7.4 **Plan Measures**

7.4.1 Measures implemented to seek to reduce the need to travel especially by private car will vary between the units and it will be up to the initiative of the TPC to target specific measures to the problems and opportunities identified at the site. This will only be possible after the completion and analysis of the staff travel plan.

7.4.2 Each individual Plan will be produced within 3 months of occupation and will include the following:

- Refer to the overarching aims, objectives and targets of the Framework Travel Plan;
- The appointment of a unit specific TPC whose duties and roles will be laid out as described in Section 7.3 above;
- Targets in the short term and long term– these will be unit specific and will be realistic and achievable and developed through careful interrogation of the results of the staff travel survey;
- Effective marketing of the plan – this will be aimed at new and existing employees through the staff welcome pack and notice boards and at visitors through postal information;
- A statement of support issued by senior management of each unit;
- Site specific incentives to reach targets and remediation for non compliance;
- Means of monitoring progress of the targets – this will be done through yearly issue of the staff travel survey; and
- Frequency of reporting results to OCC – this will tie in with the yearly monitoring of the targets as described above.



7.4.3 An information pack will also be produced and issued to OCC prior to the occupation of each unit. This information pack will be issued to all staff and visitors to each unit and will contain the following information:

- All objectives and measures of the Travel Plan;
- Information on public transport services in the vicinity of the site; and
- Information on the opportunities to walk and cycle to the site.

7.4.4 This information will also be permanently displayed on notice boards within each unit and will be updated, by the TPC, on a regular basis to ensure that it remains accurate.

7.4.5 Included within this information pack will be access routes to and from the site and these are shown in **Figure 2**.

7.4.6 Service connections capable of supporting the provision of high speed broadband from each unit to the nearest broadband service connection will be provided.

Reducing the Need to Travel

7.4.7 The Site Wide TPC will investigate the opportunity to encourage local suppliers to deliver food to the site.

7.4.8 Information on potential benefits of home working will be disseminated to office staff through the staff induction pack.

Measures to Encourage Walking

7.4.9 Travel to the site on foot will be actively promoted by the TPC, in liaison with the developer and planning authority. The TPC will also investigate the potential for introducing incentives for employees to walk to the site ensuring that footpaths on the site are well maintained.



7.4.10 Specific measures to encourage walking to the site are discussed below:

- Secure changing and shower facilities will be provided within each unit;
- Demand for facilities will be monitored through the staff travel survey and new facilities provided as necessary;
- Information and advice concerning safe pedestrian routes to the site will be available to employees;
- The TPC will explore the potential for improvements to off-site facilities and liaise with the planning authority when necessary;
- The TPC will raise awareness of the health benefits of walking through promotional material; and
- Maps providing safe walking routes indicating distances and times to the most common destinations near to the work place (such as local bus stops).

Measures to Encourage Cycling

7.4.11 In order to encourage cycling to the site the following measures have or will be introduced and marketed by the TPC:

- Sheltered and secure cycle parking will be located within each unit;
- Information and advice concerning safe cycle routes to the site will be available to employees;
- The TPC will try to negotiate discounts from cycle shops for staff to purchase a bicycle, the necessary safety equipment and waterproof clothing to enable them to commute to work by cycle;
- The TPC will investigate the initiation of a Bicycle User Group (BUG) to support staff that commute by cycle and to encourage others to do so;
- The TPC will establish contacts with the cycling officers of OCC to ensure input to the further development of any existing cycling strategy in the vicinity of the proposed development; and
- The TPC will ensure that the cycle stores and changing facilities that are in place are adequate and maintained.



Measures to Encourage the Use of Public Transport

7.4.12 In order to make employees aware of and encourage the use of public transport to access the site the following measures will be included within the full Travel Plan for each unit:

- Details of relevant bus services will be prominently displayed for the information of employees;
- The TPC will liaise with the bus service operators to ensure that up-to-date timetable and route information is displayed;
- The TPC will contact local bus operators to find out whether discounted ticketing initiatives are available; and
- The TPC will seek to encourage the use of public transport.

7.4.13 **Table 6** below shows the bus services and frequencies local to the site. There are two bus services which run within close proximity to the proposed site including number 21 and 25. The nearest and most accessible bus stops to the site are situated on Wansbeck Drive (service 21) in the residential area to the southeast of the site and on Middleton Stoney Road (service 25) to the southeast of the site. Service 21 runs between 0755 and 1820 hours and Service 25 runs between 0630 and 2000 hours.

Table 6 – Bus Services and Frequency

Service	Operator	Route	Frequency		
			Monday-Friday	Saturday	Sunday
21	Grayline Coaches	Chesterton - Highfield – Town Centre (Bicester Town Circular)	Every 30 minutes	Every 30 minutes	No service
250	Thames Travel	Oxford - Heyford - Bicester	Hourly	Hourly	No service

7.4.14 The use of public transport apps or websites such as Traveline or Oxontime will be actively encouraged through the Travel Plan.



Measures to Encourage the Use of Taxis

7.4.15 More specifically aimed at visitors the following measures are designed to encourage use of taxis to access the site:

- The TPC will ensure the provision of contact details of suitably regulated local taxi operators to be prominently displayed for the information of employees; and
- Taxis will be booked for visitors on departing the site.

Measures to Encourage Car Sharing

7.4.16 Car sharing schemes are an advanced internet-based journey matching system that allows users to search for suitable people to share regular journeys with. The use of Oxfordshire's car sharing database (link:<https://oxfordshire.liftshare.com/>) will be promoted to employees. Car sharers may be given preferential treatment for parking. Employers will be encouraged to provide a guaranteed lift home service in emergencies for car sharers. In addition the guaranteed lift home service could be extended to cater for 'emergency' or 'short notice' situations for staff that cycle or walk to the development site.

7.4.17 Car sharing will be encouraged through the Liftshare car database. Further details can be found at: <https://liftshare.com/uk/community/oxfordshire>.

7.4.18 The aims of the scheme include reducing traffic congestion within Oxfordshire; reducing the day-to-day expense of travelling; and reducing the traffic pollution effects on the environment.

Other Measures

7.4.19 The scheme includes 10% active electric vehicle charging infrastructure which will be evenly distributed across the site. Passive provision will be in place to allow this to be increased to 25% in the future. This is consistent with the earlier Axis J9 phases.



7.4.20 BREEAM requires review of further measures and these are set out below. The measures have each been considered as follows:

- a) Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas.

The site is an employment area with no public transport provision within the site therefore pleasant pedestrian and public transport waiting areas are not needed or relevant.

- b) Restrictions or charging for car parking.

Charging for car parking would not be appropriate given the nature of the site and could result in on-street parking on approach roads which would not be acceptable.

- c) Provision of suitable taxi drop-off or waiting areas.

The site layout is more than adequate for the limited amount of taxi/drop-off activity that could be expected from a dedicated employment site with no other type of activity.

7.5 **Action Plan**

7.5.1 The TPC will provide an Action Plan, an example of which is shown in **Appendix B** which will monitor the progress of Travel Plan and timescales. The full Travel Plan will be based upon the principles laid down in this Framework Document and the Action Plan.

7.5.2 The TPC will also liaise with Oxfordshire County Council and report any results that are achieved from the Action Plan and travel survey.



7.6 Travel Database

7.6.1 As discussed above, the TPC will produce and maintain a staff travel database. Six months after occupying the development, the appointed TPC will obtain travel data by issuing the staff with a questionnaire survey.

7.6.2 Specifically, the Employee Travel Survey will include the following:

- postcode area of residence;
- normal working hours;
- mode of travel to work;
- car ownership and company car benefits;
- work related travel throughout the day;
- reasons for driving;
- driving commitments i.e. taking children to school etc;
- reasons for not using public transport and other modes;
- measures that would encourage car sharing, use of public transport or other non-car modes; and
- staff, profile including age, gender etc.

7.6.3 All data collected in connection with the Travel Plan will be subject to the provisions of the Data Protection Act and will only be released to OCC. However, in the interests of security, names and addresses of staff will not be provided, rather, postcode details of staff would be supplied.

7.6.4 Information contained within the database and the travel patterns derived from the data will inform the annual review process which will be carried out in conjunction with OCC.



8.0 TRAVEL PLAN PROMOTION

- 8.1 It is very important that new employees are fully aware of the existence and benefits of the Travel Plan when they begin working at the site and that they are effectively “signed up” to the potential benefits it brings as soon as possible. To this end, the Travel Plan will be presented and promoted to the staff as a challenge rather than as a chore.
- 8.2 All employees will be informed of the existence of the Travel Plan. The details of the Travel Plan, including its objectives, the potential benefits for both individuals and for the environment, and the means by which it will operate, will be fully explained.
- 8.3 New employees will be informed about the Travel Plan prior to the commencement of their employment, the inclusion of relevant material in their induction pack and a Staff Travel Survey form will be distributed at the recruitment stage. This will be issued either in paper or electronic format. It will also contain any details of incentives offered to encourage sustainable travel to and from the site for example, a cycle to work scheme.
- 8.4 Information relating to the Travel Plan will be displayed in a prominent location (or locations) where it will be easily accessible to employees, such as a notice board in the main reception area.
- 8.5 Other means of promoting the Travel Plan will also be investigated, which might take the form of staff newsletters and notice boards. Staff will also be encouraged to familiarise themselves with the Travel Plan.
- 8.6 The Travel Plan document will be available for inspection by employees. Information on the progress of the Travel Plan, including the results of the annual review, will be communicated to employees through the information displays and other means as appropriate.



- 8.7 The TPC will engage, from time to time, with OCC, in its travel awareness raising events.



9.0 TRAVEL PLAN MONITORING AND REVIEW

9.1 Plan Monitoring and Review

9.1.1 A formalised program of monitoring will be established to enable indicators of the success of the Travel Plan to be recorded at regular intervals within 3 months of occupation. The Travel Plan targets and measures will be reviewed in light of the survey results.

9.1.2 Following the initial travel surveys, biennial monitoring surveys will be undertaken for a minimum of 5 years, i.e. surveys will be in years 1, 3 and 5.

9.1.3 The survey results will be sent to the Travel Plan team at OCC within 1 month of survey completion.

9.1.4 Other information about the impact of the Travel Plan is less easily quantified but should be recorded as part of ongoing monitoring. These include:

- The level of enquiry and take-up of the car-sharing scheme;
- The take-up of any ticketing incentives for public transport services; and
- Any formal or informal comments made by employees regarding the operation of the Travel Plan.



10.0 PLAN ADMINISTRATION

- 10.1 A copy of the full Travel Plan will be supplied to nominated officers of the planning and highway authorities at the time of initiation. Copies will also be issued to the developer, for reference and for display.
- 10.2 The TPC will be responsible for keeping all records associated with the maintenance of the Plans including the employee databases and all relevant correspondence and records of all monitoring exercises. The Travel Plan files will be available for inspection by the planning and highway authorities at any time, subject to prior notice.
- 10.3 A change in the identity of the nominated TPC will be notified in writing to the planning authority.



11.0 CONSULTATION

- 11.1 The success of the Travel Plan will rely on the support of employees and visitors. Regular consultation will be critical to the ongoing success of the Travel Plan.
- 11.2 The mechanism for consultation with employee representatives will be formalised and proposals submitted to the planning authority for approval.
- 11.3 Regular liaison with the bus operators and Council officers responsible for public transport, cycling and strategic transport will also be necessary. A system of on-going liaison with the planning authority will be agreed prior to initiation of the Travel Plan.
- 11.4 The Travel Plan documents will include a contact list of nominated representatives from each of the operators and authorities. Amendments to nominated contact personnel will be notified to the TPC and/or the planning authority and the document shall be amended accordingly.

Appendix A

NOTES

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Subject to Statutory Approvals.

Subject to Highways Development.

- Parameters Boundary
- Planning Site Boundary
- Ownership Boundary
- Notional Boundary
- Hedgerow Protection
- SLR License
- - - 2.5m high acoustic fence
- - - 1.5m high timber post and rail fence

R	Width of cycle lane to west side of SLR increased to 3m, grass verge to west side of SLR, width of link to Howes Lane increased to 3m, Units 1 - 3 cycle parking relocated. Surface finish to path and cycle lane updated.	CS	04/05/2022
P	Revision to Howes lane crossing	CS	09/03/2022
N	Unit 1 - 3 refuse stores relocated. Red line adjusted to allow for four drain cycle paths increased to 3m wide. Provisions for cycles at Howes Lane crossing	CS	08/03/2022
M	Units 6 - 11 omitted	CS	04/03/2022
L	Unit 1 Cycle parking relocated closer to the building	SM	08/02/2022
K	Planning boundary updated to include howes lane crossing	SM	04/02/2022
J	Minor adjustments to radii.	SM	01/02/2022
H	Enhanced pathway to include cycle path & crossing point to Howes Lane.	SM	25/01/2022
G	Area Schedule Corrected	SK	02/11/2021
F	Site Boundary Updated	CS	02/09/2021
E	Site Boundary updated	CS	31/08/2021
D	Acoustic fences added	SK	20/08/2021
C	Sheet number amended. Road layout updated. Areas updated.	SK	16/08/2021
B	Paving around units 1-3 yards adjusted. Acoustic fence added and landscaping adjusted between units 10 and 11.	SK	29/07/2021
A	Units 6-11 moved further into the site to achieve 10m buffer to eastern site ownership boundary	SK	16/07/2021

Rev	Description	Chk	Date
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Project Title:
PHASE 3 AXIS J9 BICESTER

Drawing Title:
PROPOSED SITE PLAN

Drawing Status:
TOWN PLANNING

Scale:
0 10 metres 80

Drawn By: Scale: Date: Chk'd By:
S K 1:1000 @ A1 08/07/2021 C S



Drawing No:
20019 - TP - 002 Rev: **R**

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UNIT	Ground Floor GEA sm	Ground Floor GEA sf	First Floor GEA sm	First Floor GEA sf	Second Floor GEA sm	Second Floor GEA sf	Total Unit GEA sm	Total Unit GEA sf	Ground Floor GIA sm	Ground Floor GIA sf	First Floor GIA sm	First Floor GIA sf	Second Floor GIA sm	Second Floor GIA sf	Total Unit GIA sm	Total Unit GIA sf	Car Parking
1	1830	19698	224	2411	0	0	2054	22109	1759	18934	195	2104	0	0	1954	21038	23
2	1665	17922	202	2174	0	0	1867	20096	1613	17362	179	1929	0	0	1792	19291	21
3	1717	18482	211	2271	0	0	1928	20753	1650	17761	183	1973	0	0	1833	19734	21
4	4412	47491	272	2928	272	2928	4956	53346	4278	46048	238	2558	238	2558	4753	51165	53
5	3552	38234	478	5145	0	0	4030	43379	3433	36953	423	4553	0	0	3856	41506	42
TOTAL	13176	141826	1387	14930	272	2928	14835	159684	12733	137058	1219	13118	238	2558	14189	152734	160

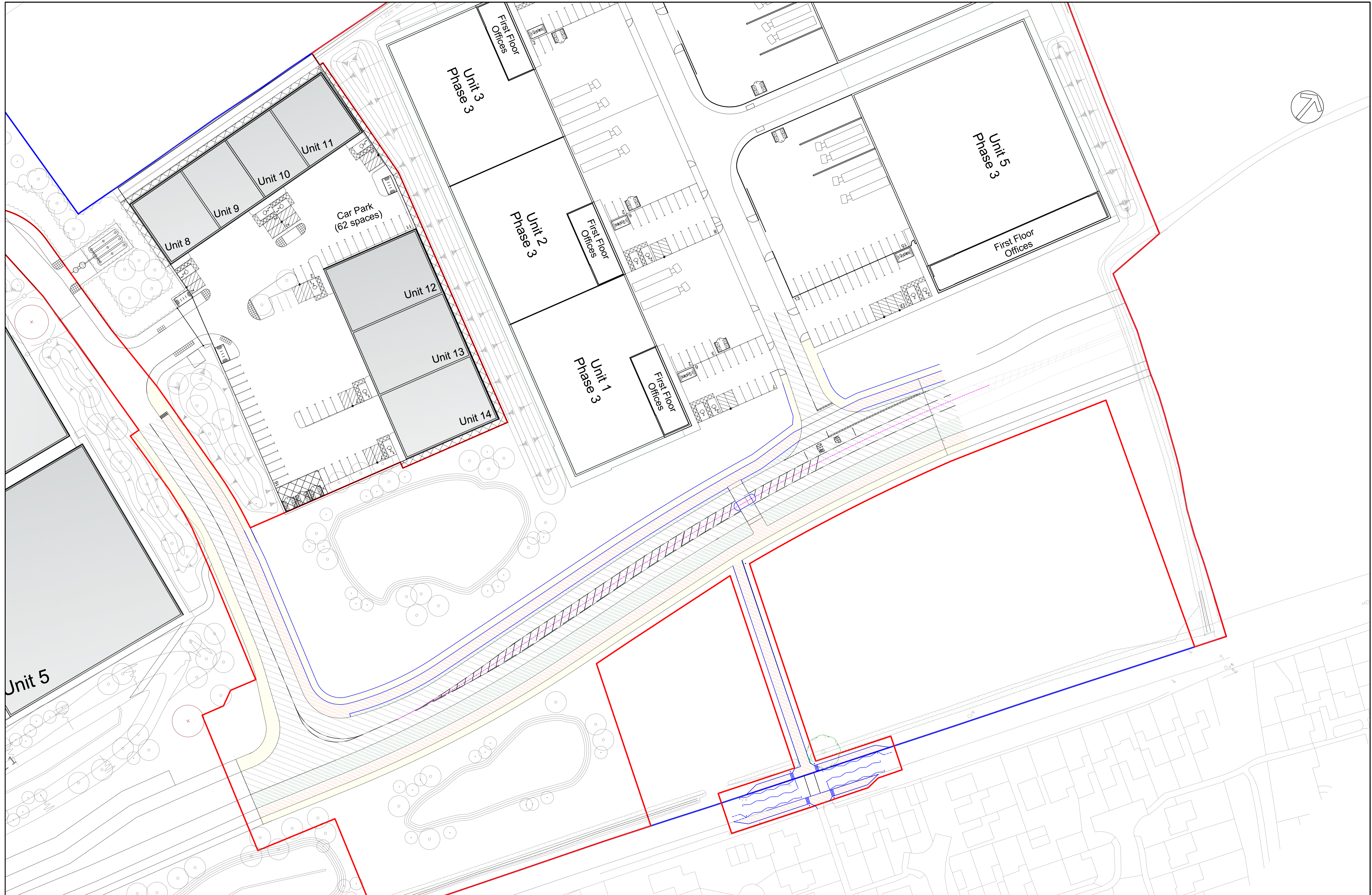
Appendix B

Axis J9 Phase 3 – Action Plan - Travel Plan Framework

Action	Responsibility	Time Scale	Comments
Prior to Occupation			
Obtain Approval to Travel Plan Framework	DTA	Planning Submission	
Collate sustainable travel information	TPC	Prior to occupation of premises.	TPC to obtain bus timetables, bus, cycle and walking maps and taxi contacts from Oxfordshire County Council
Establish a sustainable travel noticeboard / area	TPC	Prior to occupation of premises.	Should be located in a prominent position and available to both staff and visitors
Ensure sustainable travel facilities are located in prominent locations and clearly signed	Developer / Contractor	Prior to occupation of premises.	Pedestrian routes, cycle parking, car share spaces should be well advertised and clearly signed
Provision of showers / changing areas	Developer	Prior to occupation of premises	
Provision of High-Speed Broadband	Developer	Prior to occupation of premises	
Install EV points	Developer / Contractor	Prior to occupation of premises.	EV points made available in accordance with the planning consent. Further duct work installed, will enable occupiers to install additional EV charging points.
Post Occupation			
Route maps, bus timetables, taxi contacts to be available at all times for staff and visitors	TPC	At occupation of premises.	Information to be updated regularly and provided to individuals and displayed on noticeboards.
Sustainable travel information to be made available to visitors to the site	TPC	At occupation of premises.	Links to journey planning websites to be made available on occupier website (e.g. on a 'Find Us' page)
Ensure that employees are made aware of the Travel Plan and it's benefits during the recruitment process.	Recruitment Team	At occupation of premises and on-going	Staff induction pack to include travel information and benefits of home working (office staff)
Prepare and submit individual subsidiary Travel Plans	TPC to arrange	Within 3 months of occupation of individual units	Subsidiary Travel Plans should be submitted including initiatives and targets specific to the unit occupier, in consultation with Oxfordshire County Council
Issue Staff Travel Survey	TPC	Within 3 months of occupation of premises	
Set up and maintain an employee travel database	TPC	Within 6 months of occupation of premises	To contain results of Staff Travel Survey for target-setting and monitoring purposes
Encourage employees to join Oxfordshire Liftshare	TPC/Individual Colleagues	Within 6 months of occupation of premises	Provide details of car sharing schemes such as Liftshare and Twoshare
Discuss and brief employees on the emergency lift home procedure for car-sharers	TPC	Within 6 months of occupation of premises	
Set up a Bicycle Users Group	TPC	Within 6 months of occupation of premises	To promote cycling, offer support, encourage others, discuss problems etc.
Join in national based initiatives such as "Cycle to Work Day" and "Travelwise Week"	TPC	Within 6 months of occupation of premises	
Contact local cycle shops to offer possible financial assistance / benefits to purchase a cycle	TPC	Within 6 months of occupation of premises	i.e. Interest free loan / discounts
Investigate the opportunity to encourage local suppliers to deliver food to the site	TPC	Within 6 months of occupation of premises	
Explore potential for improvements to off-site facilities and liaise with the LPA as necessary	TPC	Within 6 months of occupation of premises/ ongoing	
Raise awareness of the health benefits of walking through promotional material	TPC	Within 6 months of occupation of premises/ ongoing	
Establish contact with the cycling officers of OCC to ensure input to the further development of any existing cycling strategy in the vicinity of the proposed development	TPC	Within 6 months of occupation of premises/ ongoing	
Ensure that the cycle stores and changing facilities that are in place are adequate and maintained.	TPC	Ongoing	
Contact local bus operators to find out whether discounted ticketing initiatives are available	TPC	Within 6 months of occupation of premises/ ongoing	

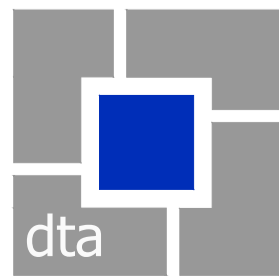
Monitoring / Review			
Include motivation, support and reward issues in staff newsletter.	TPC	On-going Review every 12 months	
Consider offering incentives for sustainable travel	TPC	On-going Review every 12 months	e.g. prize draws
Promote Cycling, advertising the health benefits and savings to be made.	TPC	Spring -Summer	Display health benefits promotional material and offer maps, cycle routes, information
Organise Cycle to Work events.	TPC	Spring -Summer	Offer incentives e.g., breakfast/give aways, promote National Bike Week in June
Promote Car Sharing and Public Transport and the cost benefits involved.	TPC	Autumn -Winter	Re-issue information on car sharing schemes such as Liftshare.
Undertake biennial Staff Travel Surveys	TPC	On-going Review in years 1, 3 and 5	Monitor staff travel behaviour and use of sustainable travel facilities and initiatives (e.g. cycle parking, motorcycle parking, EV charging, demand for car parking, bus service occupancy and car share scheme)
Analyse results of Staff Travel Survey and implement appropriate actions	TPC	On-going Review in years 1, 3 and 5	Monitor progress of Travel Plan. Monitor requests by employees for additional facilities to assist sustainable travel (e.g. provision of cycle parking, lockers, showers etc.)

DTA Drawings




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